

## USE PERMIT SUBMITTAL REQUIREMENTS

(For particular details please see Lincoln Municipal Code, Title 27 (Zoning Ordinance))  
<http://www.ci.lincoln.ne.us/city/plan/statreg/index.htm>

**NAME OF PROJECT/ACTIVITY:**

---

**ADDRESS/LOCATION:**

---

NOTE: The following items must be submitted for a use permit application. An application for a use permit will not be considered complete unless all required information is included. Incomplete applications may be rejected and returned to the applicant. Re-submittal of rejected applications is subject to the established Planning Commission application deadline dates.

- ☐ Zoning Application Form
- ☐ Application Fee
- ☐ 21 copies of site plan
- ☐ Certificate of ownership (from a title company or attorney)

### **CERTIFICATES AND ACKNOWLEDGMENTS**

- ☐ Letter Indicating Purpose of Application  
This statement should include information describing hours of operation, number of employees and clients, type of programming or services, traffic expected to be generated, and any other pertinent operating/and or site development characteristics. This statement must address any additional criteria/conditions from Title 27 L.M.C. relating to the specific use.
- ☐ Certificate of Ownership  
This certificate may be obtained from a title company or may be substituted by a written statement from an attorney that the applicant is the property owner.

### **ADDITIONAL INFORMATION**

- ☐ Use Permits are required in a number of zoning districts, each having specific area, setback, and other requirements. The following table displays basic information. For specific information refer to the specific zoning district chapter in Title 27, Lincoln Municipal Code.

Zoning District	Chapter Number	Area requirement	Chapter section
O-3	27.27	> or = to 2 acres	27.27.080
R-T	27.28	Planning Commission may impose such conditions as are appropriate and necessary to ensure compliance with the Comprehensive Plan.	27.28.090
B-2	27.31	> or = to 5 acres	27.31.100
B-5	27.37	> or = to 30 acres	27.37.070
I-3	27.51	> or = to 50 acres	27.51.030

- ☐ When in doubt about what information is required, the number of copies of the site plan to submit, etc., please see Title 27.63 L.M.C. or contact the Lincoln-Lancaster County Planning Department at (402) 441-7491.